

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

**Arlington School Committee
Standing Subcommittee: Policies and Procedures
Wednesday, October 23, 2019
5:00 PM**

*Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA*

Approval of Minutes, March 19, 2019

School Committee Meetings: Presentations to the Committee (File BEA and BEDB)

*Correspondence from Jennifer Susse, review of policy changes in last revision
Future Agenda items*

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Paul Schlichtman, Chair



Town of Arlington, Massachusetts

Meeting Location

Summary:

Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA



Town of Arlington, Massachusetts

Approval of Minutes, March 19, 2019

ATTACHMENTS:

Type	File Name	Description
Minutes	03_19_2019_Policies_and_Procedure_minutes.pdf	03 19 2019 Policies and Procedures minutes

**Arlington School Committee
Policies and Procedures Subcommittee
March 19, 2019**

Present:

Paul Schlichtman, subcommittee chair

Leonard Kardon

Assistant Superintendent Roderick MacNeal, Jr.

Director of Human Resources Robert Spiegel (First 5 minutes of meeting)

Lisa M. Reynolds, Town Meeting Member, Precinct 6

The meeting was called to order at 5:00 p.m.

Mr. Schlichtman announced that Mr. Hayner was unable to attend the meeting, as he had a scheduling conflict, but he provided some comments for the meeting.

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, the minutes of October 17, 2018 were **approved**. (2-0)

Public Participation

No members of the public were present.

Mr. Spiegel left the meeting at 5:05 p.m.

Policy IJNDB - EMPOWERED DIGITAL USE POLICY

Lisa Reynolds: a parent of an eighth grader at Ottoson and an Arlington High School freshman, attended to support her written request that the subcommittee evaluate policies surrounding cell phone use in the schools.

Ms. Reynolds said there is “lots of cell phone use” in the schools. She said she is “surprised they can have phones out all the time,” and phones are a great distraction. She said phones bring social distractions from social media into schools, and should not be permitted. She said, at the very least, phones should be required to be turned off and in a student’s backpack if we can’t require them to be locked in student lockers.

Ms. Reynolds suggested we look into policies from Belmont and Minuteman Regional.

Dr. MacNeal said he had a prior conversation with Ms. Reynolds. He said he echoes Ms. Reynolds sentiment, and doesn’t want the distraction of phones to interrupt instruction. He also made mention of the district’s Bring Your Own Device policy, and some teachers use student-provided devices in class for techniques such as clicker quizzes. Chromebooks and other devices in classrooms for instructional purposes.

Dr. MacNeal said, under current policies, teachers need to be cognizant if students in classroom are not engaged and learning, and take action when devices are used inappropriately.

Dr. MacNeal said the language in our current policy, as well as current practice, is already aligned to Belmont's policy.

Dr. MacNeal and Mr. Schlichtman said any cell phone policy must be enforceable. The geography of the high school building would make it difficult to any policy that prevents students from using phones in the hallways at Arlington High. Dr. MacNeal also stressed that any policy change needs to have buy-in from faculty and must not conflict with a Bring Your Own Device policy.

Dr. MacNeal said that Arlington High and Ottoson have different rules about cell phone use outside of classrooms, and that policy should be flexible enough to allow each school to adopt rules that make sense for their buildings.

Dr. MacNeal and Mr. Schlichtman said that any change should involve discussions with teachers and building administrators. They also suggested that Ms. Reynolds might want to work with school site councils at Arlington High and Ottoson to gain support and to incorporate changes in their handbooks. The issue should also move through the Curriculum and Instruction subcommittee before it comes back to Policies and Procedures.

The subcommittee also considered the comments on Policy IJNDB referenced in Mr. Hayner's email. There were two changes in wording that were acknowledged to be an improvement over the present language. In response to the question, "To whom?" raised next to the policy stating, "Users shall report inappropriate use of technology immediately," the consensus was that the question is best answered through school handbooks or procedures set outside the policy manual.

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to present for first reading two changes in Policy IJNDB, replacing the word private with confidential (second bullet point) and replacing the word acknowledgement with credit (fourth bullet point). (2-0)

Policy KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

Mr. Kardon presented policy changes requested by the Community Relations subcommittee.

The subcommittee discussed the language in the current policy, and how they align to the recommendations. Mr. Kardon noted, in order that the policy is consistent with the new language, and to align the policy with current practice, that the language surrounding the December 31 deadline should be changed to read, "...shall be presented to the School Committee by the Superintendent no later than December 31 of each school year."

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to present for first reading changes in Policy KFD as described in the attached document. (2-0)

File DBJ - BUDGET TRANSFER AUTHORITY

Mr. Kardon presented the request to restore the following budget categories as the basis for budget transfers that existed before the adoption of the electronic policy manual:

Elementary
Secondary
Special Education
Curriculum and Instruction
Administration
Reserve Accounts
Other

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to present for first reading changes in Policy DBJ as described in the attached document. (2-0)

New Business:

Mr. Kardon asked if we can have access to archived former policies. Dr. MacNeal said he would check with the district webmaster. Dr. MacNeal asked if it needed to be easily available for the public, or just accessible for research by the committee. Mr. Kardon said he thought it would only be necessary for the committee.

Mr. Kardon also asked if the committee should include a statement regarding restorative justice in Policy JIC.

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to adjourn at 7:07 p.m. (2-0)

Correspondence received:

Email from William Hayner (attached)

File IJNDB - EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept **private confidential**.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give **acknowledgement credit** to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

File KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. ***Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day.***

It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report on the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.

Any arrangements ***for use of available surplus space*** will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses will be presented to the Superintendent and the School Committee by December 31 of each school year ***shall be presented to the School Committee by the Superintendent no later than December 31 of each school year.***

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

File DBJ - BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All requests for transfers between the major accounts (~~Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00~~) must be submitted to the School Committee for approval. ***the following budget categories must be submitted to the School Committee for approval:***

- ***Elementary***
- ***Secondary***
- ***Special Education***
- ***Curriculum and Instruction***
- ***Administration***
- ***Reserve Accounts***
- ***Other***

Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee.

If additional revenue is identified or revenue is reduced subsequent to the approval by Town Meeting of the School Committee budget, the Superintendent shall submit to the School Committee a prioritized list of programs to add or reduce. The Superintendent shall not add or reduce programs without School Committee approval.

At the first full meeting of the School Committee in September of each year, the Superintendent shall submit a summary of all personnel changes made since approval of the budget by the School Committee the previous spring.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.



Town of Arlington, Massachusetts

School Committee Meetings: Presentations to the Committee (File BEA and BEDB)

ATTACHMENTS:

Type	File Name	Description
Policy	BEA-Regular_School_Committee_Meetings_102319.pdf	BEA Regular School Committee Meetings
Policy	BEDB_Agenda_Format_Prep_and_dissemination_10232019.pdf	BEDB Agenda Format Prep and Dissemination

File: BEA - REGULAR SCHOOL COMMITTEE MEETINGS

The School Committee shall schedule 20 Regular Meetings during each school year. Regular meetings shall be scheduled on Thursday evenings, with specific dates to be set by a vote of the Committee at the time of the adoption of the annual school calendar.

The approved School Committee calendar shall be distributed to all Principals and administrators with instructions that every effort shall be made to avoid scheduling evening events on School Committee meeting nights.

Regular Meetings shall begin promptly at 6:30 p.m. and adjourn by 10:00 p.m., unless the rules are suspended by a two-thirds vote of the members present. A time shall be set by majority vote of the Committee members present for completion of the business.

CROSS REFS.: [BE](#) and BD and subcodes (all relate to School Committee meetings)

File: BEDB - AGENDA FORMAT/PREPARATION AND DISSEMINATION

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative assistant of the Committee for preparation and delivery to the members, notice to the press, and posting on bulletin boards of all schools. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members two workdays preceding the School Committee meeting, no later than 4:00 p.m., except for emergencies. Any items received by the administrative assistant later than 4:00 p.m. two workdays preceding the School Committee meeting shall be held and heard at the following meeting, except for emergencies.

In addition, the administrative assistant shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included, but not limited to, items of business to be considered at each regular meeting:

- Public Comment
- Consent Agenda
- Superintendent's report
- Report of subcommittees and announcements

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Citizens may submit such requests to the school committee chair through the Committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

Whenever possible the materials for the meeting will be made available online to the public at the start of the meeting

Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so

requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the Chair will read the following paragraph and the list of items included in the Consent Agenda:

"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "

CONTRACT REFERENCE: AEA (Unit A&B)

CROSS REF: [BEDH](#), Public Participation at School Committee Meetings



Town of Arlington, Massachusetts

Correspondence from Jennifer Susse, review of policy changes in last revision

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Policy	Correspondance_JSusse_pol_changes_9_2019.docx	Policy changes suggested by JSusse on recent pp manual approved 12 2018

School Committee Policy Questions

BDFA - SCHOOL COUNCILS

At least once per year, the School Committee shall facilitate the provision of training for all interested School Council members, said training to be provided by the Massachusetts Association of School Committees or a comparable training provider. – **Does this happen?**

BEA - REGULAR SCHOOL COMMITTEE MEETINGS

The School Committee shall schedule 20 Regular Meetings during each school year. Regular meetings shall be scheduled on Thursday evenings, with specific dates to be set by a vote of the Committee at the time of the adoption of the annual school calendar. – **Should we reduce the number to 18 or 19? It seems like we often have trouble getting to 20.**

BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public comment period shall be 20 minutes unless the Chair chooses to extend the time. – **We usually allocate 10 minutes. The policy should reflect that fact.**
2. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening. – **In my opinion this clause should be removed. People often come to us to speak about items that are not on our agenda for that evening. Under our current practice we allow them to do that.**

BEDH-E - GUIDELINES FOR PUBLIC COMMENT

(Also mentions 20 minutes of comment)

Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker. – **We don't do this. Should we? Should we remove this clause?**

BGD - SCHOOL COMMITTEE REVIEW OF PROCEDURES

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee. – **We don't currently review and approve the handbooks annually. Should we? Should we change the policy to every x years?**

BGE - POLICY DISSEMINATION

The Committee's administrative assistant will keep and maintain a calendar of actions required by the various policies. This calendar will summarize, by policy and by month, the required actions of the School Committee and the School Department. The administrative assistant will endeavor to update this calendar promptly as policy changes are adopted by the School Committee, but in any event not less than once per year, by the end of March. – **Do we have such a document? It would be great to put that document online...and perhaps add to the policy that the document will be online.**

CBI – EVALUATION OF THE SUPERINTENDENT

Last year we voted to require the Superintendent to submit a written report spring outlining progress on goals. That clause seems to have been removed.

FAB - ATHLETIC FACILITIES IMPROVEMENT NEEDS

In order to ensure equity in athletic programs, the Athletic Director shall compile annually a report on the improvement needs of the various athletic facilities used by the Arlington High School athletic program.

This report will include information on the condition and needs of field, rinks, courts, etc. and associated amenities, as reported by coaches, with consideration of input from participants, parents and others familiar with the facilities. The report shall be made available to Town officials and shall be available to the public. – **I've never seen a report like this. Should we require one annually? If so, we need to add a date that the report would be presented.**

FB - FACILITIES PLANNING ENROLLMENT PROJECTIONS

Each year the administration will make projections of class enrollment for all grades K-12 for the following fall. In addition, 5-10 year projections based on prior enrollments, birth data, and other pertinent data collected should also be given. The results are to be reported to the School Committee in March of each year. – **The projection report hasn't been presented to us in a while. It would be great to do this yearly and add a date.**

FB - FACILITIES PLANNING ENROLLMENT PROJECTIONS

Elementary School Capacities

For planning purposes, each elementary school shall compute its capacity as no more than 30 times the number of available rooms for classrooms in that building. Because each of our elementary schools is unique and the number of such available classrooms is variable year to year, capacity numbers for all 7 elementary schools will be computed and reported to the school committee in April of each year. – **It would be great to get a yearly report on capacity....though with perhaps more detail than is suggested here. We should give a date for that report.**

GDB - SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. – **I have a question about what this means and whether reviewing and approving the budget counts as reviewing compensation. Support staff salaries are set by collective bargaining.**

JIB - STUDENT INVOLVEMENT IN DECISION MAKING

In keeping with a requirement of state law, the Arlington School Committee shall meet once every other month, during the months school is in session, with a student advisory Committee consisting of five members elected by the student body of the high school. An agenda item at a regular School Committee meeting shall satisfy this requirement, but other opportunities can be created to establish a productive working relationship. – **We don't do this. Would love to start meeting with students 2x a year...and potentially changing the policy to say 2x a year not every other month.**

JICE - STUDENT PUBLICATIONS

The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy. – **I wonder what this policy should look like in modern age. Student expression is via more than just a “publication”...at any rate we don't review anything. Should we take this out?**

JJ - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The school district shall provide equal opportunity, in accordance with applicable law, for male and female students to participate in intramural and interscholastic sports. The Superintendent shall provide by June 1 of each year a report on the district's compliance with this policy. – **I've never seen this report.**

JJD - STUDENT ACTIVITY FEES

The Arlington Public Schools recognize, encourage and support a wide range of co-curricular activities at all levels. These co-curricular activities enrich the lives of students, encourage opportunities for creative, athletic, and social expression.

To the extent possible, the Arlington Public Schools will financially support these activities through the operating budget. In the event that activity fees are necessary, all students will be encouraged to participate regardless of financial status.

Every three years, the Arlington Public Schools will reexamine the activity fees in total. There will be an individual and a family fee structure that will be published. – **We should definitely do this.**

KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

We agreed to talk about this policy in greater detail. I would argue that we don't need the following clause:

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses shall be presented to the School Committee by the Superintendent no later than December 31 of each school year. We could require an audited financial statement instead.

KF-E FEE STRUCTURE FOR RENTAL OF SCHOOL BUILDING SPACE

The Schedule of refundable damage deposits, the energy charge rates, and applications for rental will be reviewed by the Business Office by **March 15 (originally May 15)** of each year to be approved by the School Committee. – **Do we do this?**

IHB - SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

The Special Education Director and Superintendent shall report at least once per year to the School Committee or one of its subcommittees on the progress the district is making on special education district goals. Special Education goals will be developed from an objective assessment process that includes input and involvement from teachers, administrators, and parents/Special Education Parent Advisory Council (SEPAC). The report shall be in writing and include assessment results, progress made towards goals, and recommendations for strengthening the delivery of in-district programs and services. – **We've had reports, but I'm not sure whether they were annual. Should we add a date for this report?**



Town of Arlington, Massachusetts

Future Agenda items



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Paul Schchlichtman, Chair